



MERCER COUNTY COMMUNITY COLLEGE
COURSE OUTLINE

<u>COURSE NO.</u>	FUN 295
<u>COURSE TITLE</u>	FUNERAL SERVICE FIELD EXPERIENCE
<u>CREDITS</u>	3
<u>LECTURE HOURS</u>	3
<u>LABORATORY HOURS</u>	2 DAYS IN FH

TEXT: **TITLE:** **FUNERAL SERVICE SUPPLEMENT**
PUBLISHER: MCCC
EDITION: Current

TITLE: **Fires of Change A Comprehensive Examination of Cremation**
PUBLISHER: Funeral Service Education Resource Center
EDITION: First (2015)

Catalog Description:

Course combines work in a funeral home setting and discussion of funeral service topics. Successful completion of Funeral Service Field Experience is necessary in order to graduate. Students are expected to work 16-20 hours /week in a funeral home and submit monthly reports summarizing the work plus detailed case reports. Job placement is students' responsibility, but must be approved by the Director of Funeral Service Programs. Students will be registered with the appropriate state licensing agency. Weekly seminar topics include death certificates, permits, and compliance with vital statistic requirements, Social Security & VA paperwork, casket construction, cremation, government compliance and other current issues. Computer applications for funeral service will be introduced. Guest speakers and field trips will be utilized as available.

Co-requisite: Approval of Director of Funeral Service Programs

Students are expected to attend all weekly seminar sessions and submit documentation in a timely fashion. Seminar topics focus on current issues in funeral service, government compliance and completion of paperwork and documents particular to funeral service.

Work in the funeral home is a primary aspect of the course. To receive credit for the course a college assigned Field Supervisor must visit the funeral home and observe the student participating in embalming. Registration with the state licensing agency is required. Seminar sessions will include discussion of work experiences.

INSTRUCTOR: **M. Daley**
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Last Revised: Spring 2020

Course Competencies/Goals:

The student will be able to:

1. Explain and apply specialized terminology associated with the practice of funeral service.
2. Analyze situations faced by entry level practitioners in funeral service and recommend appropriate responses and courses of action.
3. Demonstrate knowledge & understanding of the needs of families during a time of loss. They will be able to offer council and direction for not only the disposition of human remains, but for the logistical, legal, social and financial issues involved with such transitions.
4. Emphasize the need for compliance with government regulation.
5. Synthesize legal, ethical, and professional obligations for the funeral director when working with clients

Course-specific General Education Knowledge Goals and Core Skills.

General Education Knowledge Goals

Goal 1. Written and Oral Communication in English. Students will communicate effectively in both speech and writing.

Goal 4. Technology. Students will use computer systems or other appropriate forms of technology to achieve educational and personal goals.

Goal 5. Social Science. Students will use social science theories and concepts to analyze human behavior and social and political institutions and to act as responsible citizens.

Goal 8. Diversity. Students will understand the importance of a global perspective and culturally diverse peoples.

Goal 9. Ethical Reasoning and Action. Students will understand ethical issues and situations.

MCCC Core Skills

Goal A. Written and Oral Communication in English. Students will communicate effectively in speech and writing, and demonstrate proficiency in reading.

Goal B. Critical Thinking and Problem-solving. Students will use critical thinking and problem solving skills in analyzing information.

Goal C. Ethical Decision-Making. Students will recognize, analyze and assess ethical issues and situations.

Goal D. Information Literacy. Students will recognize when information is needed and have the knowledge and skills to locate, evaluate, and effectively use information for college level work.

Goal E. Computer Literacy. Students will use computers to access, analyze or present information, solve problems, and communicate with others.

Goal G. Intra-Cultural and Inter-Cultural Responsibility. Students will demonstrate an awareness of the responsibilities of intelligent citizenship in a diverse and pluralistic society, and will demonstrate cultural, global, and environmental awareness.

Discussion Topics

- Death Certificates / EDRS
- Fetal Death Certificates
- Death Certificate Correction
- Burial Permit
- Methods of Disposition
- Obituary
- Death Notice
- Disinterment
- Social Security
- Railroad Retirement
- FTC documents
- Welfare
- Making Funeral Arrangements
- Insurance Assignment
- Transfer cases – shipment of HR
- Licenses & internship
- Music licenses
- VA Issues
 - Flag
 - Headstone/Marker
 - Burial in VA Cemetery
 - Arlington National Cemetery
 - Military Honors
 - Presidential Memorial Certificate
- Medical Waste
- How to pay?

If time permits *Review of:*

- Organ donor preparation
- Embalming fluids / products
- Cremation
- Casket & vault construction

Student Evaluation is based upon:

Attendance at class sessions. **More than 3 absences will result in an automatic withdrawal from the course and/or a failing grade.**

Timely submission of monthly reports (totaling 224 hours - green)

Timely submission of 7/8 case reports (yellow)

Timely submission of 2/3 arrangement reports

Timely submission of assignments, handouts & sample documents discussed in class

Grade from preceptor for hours worked in funeral home

Successful completion of embalming observation

Mid-term & Final exam

Note: Make up exams will not be given. An exam that is missed during an unexcused absence will result in a “0” for that test.

Grading is based upon 2170 available points

A 2170 - 2039

A- 2038 – 1953

B+ 1952 – 1887

INC if no observation, but at least 1527

B 1886 - 1801

B- 1800 - 1736

C+ 1735 - 1692

C 1691 - 1627

D <1626

F same as ‘D’ = repeat course

To fulfill course requirements for **FUN 295** students must submit:
(Note: The assignments and point values are subject to change)

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|--|--|
| _____ CV q's (10) | |
| _____ FS Terms/Interns (20) | Green monthly reports totaling 224 hours (100)
<i>(minus for late /2nd corrections)</i> |
| _____ Obituary (60 , listed below) | _____ |
| _____ Traditional funeral (20) | _____ |
| _____ Death Notice (10) | _____ |
| _____ "Expressive" Obituary (30) | _____ |
| _____ C. Montgomery Burns DC (60) | _____ |
| _____ Death Certificates (10) | _____ |
| _____ DC/Burial Permit - forms (20) | |
| _____ EDRS (30) | _____ 7 or 8 (yellow) case reports (100)
-5 points if not on time & correct |
| _____ Fetal Death Certificate (20)
Q + form | _____ Yellow case report for the embalming observation |
| _____ DC Correction (10) | _____ Arrangement Assn. (300) |
| | _____ 5 Arrangement reports (100) |
| _____ Disinterment (20) | _____ Completing "On Call" Project (200) |
| _____ FTC Project (100) | _____ Completing Veteran Burial (400) |
| _____ "Welfare" Application (10)
Q + form | _____ Embalming Observation (100) |
| _____ Insurance Assignment (10)
Q + form | _____ Report from Field Supervisor |
| _____ Social Security / SSA-721 (20)
Q + form | _____ Preceptor grade (200) |
| _____ Music licenses (10) | |
| | _____ Mid-term (100) |
| _____ Ship human remains (20) | _____ Final Exam (100) |
| _____ How to pay? (20) | |
| _____ Medical Waste (20) | |